



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-11-42**

<b><u>OPEN TO</u></b>	Eligible Family Members (EFM) Current mission employees serving a probationary period are not eligible to apply.
<b><u>POSITION</u></b>	Consular Associate
<b><u>OPENING DATE</u></b>	Tuesday: July 26 2011
<b><u>CLOSING DATE</u></b>	Tuesday: August 9, 2011
<b><u>WORK HOURS</u></b>	Full-time; 40 hour workweek
<b><u>GRADE/SALARY</u></b>	FP-07 \$39,994

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking a qualified Eligible Family Member for the position of Consular Associate at the Consular Section.

**BASIC FUNCTION OF POSITION**

Provides full range of consular notary services. Accepts and pre-screen applications for passports and Consular Reports of Birth Abroad. As needed, performs prison visits and provides assistance in Special Citizens Services cases. Responsible for consular outreach to inform public on consular procedures. Assists in preparation of annual Consular Package. Responsible for tracking and preparing responses to Congressional correspondence. Participates in biometric data collection.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet ALL of the following criteria to be considered for employment

**1. Education:**

Bachelor's Degree.

**2. Work Experience:**

Three years of experience in work involving the application of complex regulatory material and extensive public contact. Alternatively, other closely related experience in a lesser amount may be acceptable if acquired in the performance of special consular services.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English Level IV(Fluent)

**4. Skills and Abilities:**

- Exercise of tact and good judgment in dealing with the public, often under difficult and sensitive circumstances.
- Ability to render advice with detachment and objectivity.
- Ability to apply complex regulations correctly.
- Ability to draft moderately difficult reports and correspondence in precise and correct English.

- The employee operates within the framework of prescribed regulations and procedures and post guidance, but is given appreciable latitude, and considerable reliance is placed upon knowledge and good judgment.

**Other Requirements:**

Possession of interim or full SECRET clearance.

**SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

**TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - ONLY Application Form DS-174 will be accepted.
  - DO NOT attach any additional documents.
  - Applications submitted on any other form, or with attachments, will NOT be considered.
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.